

**COMMON INTEREST COMMUNITY BOARD  
TRAINING PROGRAM REVIEW COMMITTEE MEETING**

**MINUTES OF MEETING**

The Training Program Review Committee of the Common Interest Community Board met on Wednesday, June 26, 2013, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Douglas Rogers, Chair  
Elena Ferranti  
Kimberly Kacani  
Lucia Anna Trigiani (Ex-Officio) (arrived  
at 1:14 p.m.)

DPOR staff present for all or part of the meeting included:

Trisha L. Henshaw, Executive Director  
Jill R. Hrynciw, Board Administrator  
Betty C. Jones, Administrative Assistant

Steven Jack from the Office of the Attorney General was not present.

Mr. Rogers, Chair, called the meeting to order at 1:07 p.m.

**Call to Order**

Miss Ferranti moved to approve the agenda. Ms. Kacani seconded the motion which was unanimously approved by: Ferranti, Kacani, and Rogers.

**Approval of Agenda**

Mr. Rogers opened the floor for public comment. No members of the public present requested to speak during the Public Comment Period.

**Public Comment  
Period**

Ms. Hrynciw provided the Committee members with a brief overview of the regulatory requirement for training and then introduced the Virginia Common Interest Community Law and Regulation Training course submitted for approval by Rees Broome, PC. Ms. Hrynciw stated that the course appeared to meet all regulatory requirements and that Board staff recommended approval. Leslie Brown of Rees Broome, PC, was present.

**Staff Overview of  
Rees Broome, PC,  
Virginia Common  
Interest  
Community  
Law and  
Regulation Training  
Program  
Application**

Ms. Trigiani arrived at 1:14 p.m.

**Arrival of**

**Board Member**

The Committee reviewed the application from Rees Broome, PC, for a course entitled "Virginia Common Interest Community Law Training for Common Interest Community Managers," which was submitted for approval as a Virginia Common Interest Community Law and Regulation Training Program required for certification renewal for certified principal and supervisory employees of Common Interest Community Managers. The Committee members asked Ms. Brown clarifying questions regarding materials to be provided to students, post-course evaluations, and cases referenced in the materials. During the discussion, the Committee members offered several suggestions regarding the PowerPoint presentation that were non-substantive. After discussion and upon thorough review of the application, Miss Ferranti moved that the Committee recommend Board approval of the Virginia Common Interest Community Law and Regulation for Common Interest Community Managers course as a Virginia Common Interest Community Law and Regulation Training Program required for certification renewal for certified principal and supervisory employees of Common Interest Community Managers. Ms. Kacani seconded the motion which was unanimously approved by: Ferranti, Kacani, and Rogers.

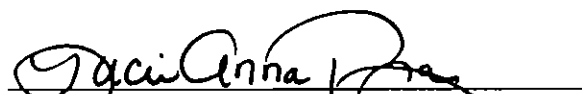
**Committee Review  
of Rees Broome, PC,  
Virginia Common  
Interest  
Community  
Law and  
Regulation Training  
Program**

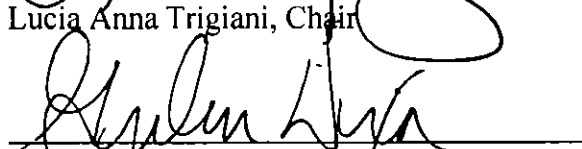
The Committee members were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest  
and Travel Voucher  
Forms**

There being no further business, the meeting was adjourned at 1:56 p.m.

**Adjourn**

  
\_\_\_\_\_  
Lucia Anna Trigiani, Chair

  
\_\_\_\_\_  
Gordon Dixon, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Kimberly Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 26, 2013

5. I have a personal interest in the following transaction:

\_\_\_\_\_

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

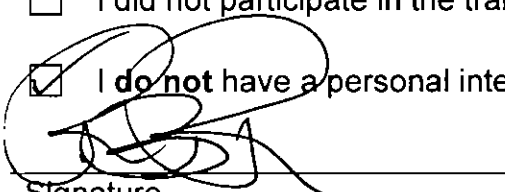
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature



Date

6/26/2013

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

- 1. Name: Elena Ferranti
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 26, 2013

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

Elena Ferranti  
Signature

6/26/13  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1. Name: Douglas Rogers
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 26, 2013

5. I have a personal interest in the following transaction:

\_\_\_\_\_

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

D. Rogers  
Signature

6-26-13  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 26, 2013

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

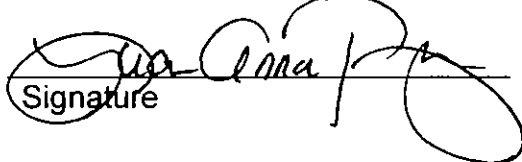
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

  
Signature

6/26/2013  
Date